# Tips for Working with an Executive Recruiter

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#### What is an Executive Recruiter?

A Recruiter is the Central Point of Contact between you and the Company

- Professionally represents the company and you
- Knows why position is open
- ► Is familiar with the job description and knows the hiring manager's name
- Knows the salary range for position, but should not divulge it



#### What is an Executive Recruiter?

- Understands skills and experience needed for the position
- Knows the personality of the manager and the company culture
- ► Knows benefits -vacation, 401K, holidays, ...
- Has good screening skills—looking for key words in your resume and in communications



# A Recruiter pays attention to the look of your resume

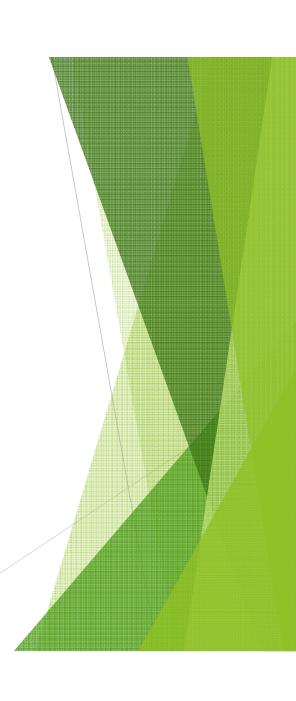
- ▶ Is it two pages?
- ▶ Is it 11-12 size font?
- Does it have enough white space?
  - 'eye pleasing'
- ▶ Is it accomplishment/results oriented?
  - ► Measurable in terms of percentages, dates, times?



# A Recruiter will listen to how you answer questions

- Answer with confidence
- Answer in 2-3 sentences maximum
- Your answers should be direct and to the point
- ► Hit the bulls eye not the dart board with your answers



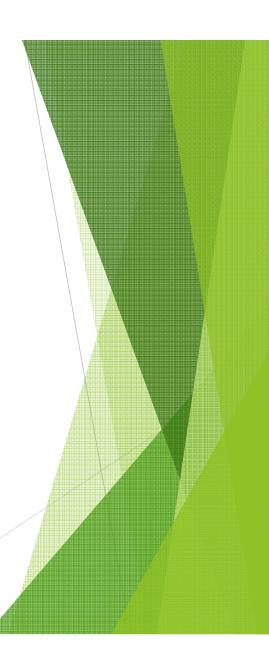


### A Recruiter will listen to how you answer questions

- ► Even if you have limited skills, it may be ok
  - ► The tone of your reply is key
- When asked what your salary is, provide it accurately
- Show desire for the job
- ► End conversation stating interest in the company and position
- Ask what are the next steps







### Prepare for the interview!

- Know your strengths and what your best qualities are (Boast Here)
- Look at the company's website to know general information
- ► Look up the person to whom you will interview on LinkedIn
- ► Ask the Recruiter how you should dress for the "Event" -interview



#### Prepare for the interview!

- Prepare a few questions to ask at the appropriate time in the interview
- ▶ Don't stress. Get a good night's sleep.
  - ▶ It will be ok!
- ▶ Post interview—send email to interviewer thanking them for their time. Express your interest in the position and the company





### Wrap-Up

Career Renewal (careerrenewal.org) Open Q&A



